

YOUTH SERVICES POLICY

Title: Sale of Vocational Goods and Hobby Craft Items Next Annual Review Date: 08/16/2014	Type: C. Field Operations Sub Type: 4. Juvenile Institutions Number: C.4.9
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References: Louisiana Procurement Code and the Office of State Purchasing, Small Purchases Procedures (Executive Order BJ 08-67); State Property Control Regulations; Office of Statewide Reporting and Accounting Procedures; ACA Standards 4-JCF-5D-01, 4-JCF-5D-05, 4-JCF-5D-06, 4-JCF-5D-07, 4-JCF-5D-12, 4-JCF-6B-12 (Performance-Based Standards for Juvenile Correctional Facilities) 2-CO-1B-14 and 2-CO-5A-01 (Standards for Administration of Correctional Agencies); YS Policy No. B.9.1 "Facility Youth Welfare Fund"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 08/16/2013

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To set policy and establish procedures for the sale of vocational and/or hobby craft items in YS secure care facilities.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Regional Directors, Facility Directors and Regional Managers. Facility Directors are responsible for ensuring that all necessary procedures are in place to comply with this policy.

IV. DEFINITIONS:

Facility Youth Welfare Fund (YWF) - Abandoned property in the form of legal tender and interest income earned from the investment of youth money. Only the youth population shall be the beneficiary, directly or indirectly, of any youth welfare funds, except administrative expenses incidental to the operation of the Facility YWF may be authorized with sufficient justification pursuant to YS Policy No. B.9.1.

Hobby Craft – Items produced by youth as part of a vocational trade program, and includes such items as garden produce.

Immediate Family Member – The employee's parents, spouse and the parents of the spouse, children and the spouses of the children, siblings and the spouses of the siblings.

V. POLICY:

It is the Deputy Secretary's policy that YS shall provide opportunities for youth to obtain employable skills and to develop a good work ethic and habits by participating in a variety of work assignments, vocational and educational programs, vocational trades and work-related activities.

The vocational trades programs create opportunities for youth to construct things, grow garden produce, and create items which may be sold to YS employees, as well as the public.

The sale of hobby craft items shall be closely monitored by the Facility Director/designee or Assistant Director/designee of each facility to ensure that there is no undue influence by, or preference given to, employees and their immediate family members relative to price, quality or other factors related to the transaction.

VI. VOCATIONAL TRADES:

Examples of vocational trades taught in YS secure care facilities are as follows:

- Auto Mechanics;
- Carpentry
- Culinary;
- Horticulture;
- Welding; and
- Woodworking.

VII. PROCEDURES:

- A. Facility Directors are charged with full oversight and approvals of youth-produced vocational goods and or item sales to employees, their immediate family members and to the public. In addition, Facility Directors shall be responsible for ensuring consistency and fairness of prices when goods/items are sold.

- B. Facility Directors shall present a pricing proposal for youth-produced vocational goods and/or item sales (for both employees and their immediate family members, and for the public) to the appropriate Regional Director for review.
- C. The Regional Director shall forward the pricing proposal to the Assistant Secretary and Undersecretary, who shall meet to discuss the pricing and shall approve or disapprove the proposal.
- D. The Assistant Secretary and Undersecretary shall be responsible for ensuring consistency with this policy and verifying the reasonableness and fairness of prices for such purchases.
- E. All accounting of sales, revenue and purchases of youth-produced vocational goods and/or items shall be in accordance with the requirements of YS Policy No. B.9.1., as outlined in Section VIII of this policy.

VIII. FACILITY YOUTH WELFARE FUND (YWF) - (YS Policy No. B.9.1):

- A. The Facility YWF shall be used solely for the benefit of the youth population.
- B. Accounting for the Facility YWF shall be in accordance with the Office of Statewide Reporting and Accounting Procedures.
- C. All revenue of the Facility YWF shall be deposited into the State Treasury account and classified accordingly.
- D. All purchases made from the Facility YWF shall be in accordance with the Louisiana Procurement Code and the Office of State Purchasing, Small Purchases Procedures (Executive Order BJ 08-67).
- E. All movable property purchases shall be governed by State Property Control Regulations.
- F. No expenditures of funds shall be obligated without the expressed written approval of the Facility Director/designee. Requests shall be initiated through the 156-B process and approved by the Facility Director/designee.

IX. PROMOTIONS AND SALES:

- A. Upon approval of the appropriate Regional Director, secure care facilities may promote youth-produced vocational goods/items in appropriate ways which would benefit the youth population.
- B. Donations, grant funds and fund-raisers are acceptable to finance youth-produced vocational goods/items following approval from the appropriate Regional Director.

The approval from the Regional Director shall be forwarded to the Assistant Secretary and Undersecretary for review and approval prior to the initiation of requesting such funds.

- C. Where costs for initial start up have been incurred by the Facility YWF, these costs must be re-paid first out of the profits from the sale of youth produced vocation items. However, raw stock **should** be purchased through the Facility YWF/self-sustaining revenues. This process shall be coordinated by the designated facility staff and Public Safety Services /Office of Management and Finance (PSS/OMF).
- D. Funds collected shall be deposited in the Facility YWF in order to benefit the entire youth population.

X. KEEPING RECORDS and REQUIRED REPORTING:

Records shall be maintained on all transactions, and all required reporting shall be adhered to pursuant to the references listed in this policy.

XI. AUDITS:

Audits on the requirements outlined in this policy shall be conducted by PSS/OMF/Internal Audit Division.

XII. STAFF DEVELOPMENT:

All employees who are charged with the responsibility of vocational trades and the sale of youth-produced goods, including hobby craft items, shall receive training on the contents of this policy by the Facility Director prior to initiating this process.

Previous Regulation/Policy Number: N/A
Previous Effective Date: N/A
Attachments/References: